



LAND RECORD MAINTENANCE PROCESS

Why is this important to our LDD Customers?

- The Land Development process affects the City’s copy of the County Recorded Land Record. It is a common misconception the City is the official record keeper of the land record, but it is actually the County Recorder’s office who is the official record keeper.
- Many land development processes are tied to the City’s copy of the land record(s), and thus finding the land record helps locate the process(es) that may be important to our customers.
- KivaNet (the City’s Internet Process Tracking System) shows the land records in a certain way and the City’s Mapviewer maps the “EXISTING” land records, so finding the land record(s) in both KivaNet or the Mapviewer helps find or locate the process(es) associated with that land record that are of interest.
- Subdivision platting creates new land records, and knowing how to identify the “PROPOSED” land record(s) helps you fill out subsequent applications for other processes to occur on the newly created land record(s) (i.e. Building Permit Applications).

This is a cursory overview of the Land Records Maintenance Process to assist customers in identify how the processes creates new land records, finding processes from land records, and finding proposed parcel land records from processes.

Who Maintains the Land Records

The Land Records are maintained by General Services Department (formerly the staff from Information Technology Department that were in the group know as GIS). This staff can be reached by contacting General Services (816) 513- 0839.

What Occurs and When

The starting point is typically the Final Plat application, which many times involves the creation of new lots or parcels from existing parcels (i.e. subdividing of the “EXISTING” land records into new records), and almost always will trigger the Land Record Maintenance Process (LRMP). There are two main subprocesses in the LRMP.

1. **Plat Closure Review Process:** Involves checking the final plat document and the descriptions depicted thereon that described each new parcels and their boundaries, to verify the accuracy of the bearing and distances, and coordinates are used to describe the lots, rights-of-ways, and overall plat boundary description. This means they review the starting point of each parcel land record by dimensionally redrawing it from the starting point, and continue drawing each boundary line described using the plat information to verify if the description will end at the starting point/starting coordinate. If it does not, they then notify the Surveyor of the correction as part of their review obligation on the Development Management Final Plat Application document. (See Plat Closure Review in Process Overview page for more information).
2. **New Parcel Creation Process:** The new land record creation process is also performed by GIS Staff by adding new records to the Kiva and GIS Systems. This process requires that both the new Kiva Land Record(s) created by this staff matches with the newly drawn graphic map images being added to the City’s Mapviewer. This process produces a unique land record ID called the “KPIN,” which is short for “Kiva Parcel ID Number,” which is placed in both the Kiva and GIS Systems. The Kiva System assigned this KPIN and uses a unique value only once for each land record. The KPIN is then placed in the GIS graphic and can be viewed or identified within the City’s mapviewer, but it cannot be queried within KivaNet. Another value of importance in both Kiva and GIS is the APN or “Assessor Parcel Number,” which is the County’s assigned parcel identification number for billing purposes. The APN is not assigned on “PROPOSED” parcel until the Final Plat is Recorded and the County assigns the County APN value. (See New Kiva Parcel Creation in Process Overview page for more information)

While both processes are generally internal process, it is important to have a general understanding, since any future Building Permit Applications will need to identify the new created parcel(s) rather than the original parent parcel(s) for the permit application. Since the City Map Viewer only shows existing parcels and information about those parcels, do not expect it to provide or return information on newly created land records, though you can turn on a proposed parcels layer, showing where new parcels are being created.

Once the Final Plat Document is recorded, the Kiva and GIS Systems are updated (or rolled current) based on the City and County’s billing cycle. This means that the City’s Mapviewer and Kiva will not show the new parcel land records as “EXISTING” until after the plat is recorded and land records have been billed.

The City’s Kiva System, and to a certain extent the KivaNet Internet System, allows you to search for Permits (i.e. Processes and Construction Permits are stored as Permit Records) that are associated with or linked to a given parcel land record, or simply for a needed “EXISTING” or “PROPOSED” parcel land record. It can be challenging to find the proposed parcels. Hopefully the steps below will help

1. Do you know the proposed Subdivision Plat Name (e.g. “HORACE MANN VILLAGE”)?
2. Do you know the Permit Type and Number of the Final Plat application (e.g. BFPT T1379)?
3. With either of these you can search for the Development Management Process on KivaNet that represents the Final Plat application.
 1. Go to <http://kivaweb.kcmo.org/kivanet/2/index.cfm>
 2. Click on Permitting System or just go to this link <http://kivaweb.kcmo.org/kivanet/2/permit/index.cfm>
 3. Use “Permit Type and Number” if you have the Permit Type and Number of the project (e.g. BFPT T1400) <http://kivaweb.kcmo.org/kivanet/2/permit/lookup/index.cfm?fa=dsplprmt>
 4. Or, use the “Project” if you have the correctly spelled Plat Name <http://kivaweb.kcmo.org/kivanet/2/permit/lookup/index.cfm?fa=dsplproj> If you are not sure of the exact spelling of the Final Plat Name you can search using “%” as a wildcard (e.g. %EYE CENTER FIRST%).
 5. If you want to search for the ‘PROPOSED’ newly created parcel land records, start at step 1 above and go to the “Land Information System” link (<http://kivaweb.kcmo.org/kivanet/2/land/lookup/index.cfm?fa=dslladdr>) and then enter the portion of the Final Plat Name that you know with wildcards on either side (e.g. % HORACE MANN %). Please note at the time of the writing of this text this project was in process, and the new parcel land records were in proposed status. As this project progresses, this will change and this plat may be recorded and the parcels may be mapped.
 6. The query results from 5 will provide the following records:

[Home](#) [Kiva Home](#) [Login](#) [Parcel Look Up](#)

Matching Parcels

Displaying 1 - 8 of 8 matching records

[Search Again](#)

Parcel Identifier	Address	Owner	Subdivision	Lot	Block	Origin	Address Type	Sub-Description	Land Type
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	1		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	2		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	3		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	4		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	5		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	6		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	7		PARCEL MASTER	HORACE MANN	VILLAGE	PAR
APN: T1430.TEMPL AIR: APN: 91222770301	NO ADDRESS	HORACE MANN	VILLAGE	18		PARCEL MASTER	HORACE MANN	VILLAGE	PAR

7. The Lot number appear, and the APN is shown with it’s temporary APN value, and this is where the problem comes in. The APN can change, if there is a delay in submitting the application. However, there is simple solution that is very accurate.
8. Look at the address bar on your browser after clicking on a particular record. For example clicking on the first record, the following comes up with the following address bar:

Notice the Parcel Summary information does not provide any better information, however the address line does contains a very important value which I have highlighted in red. **THIS IS THE KPIN FOR THIS PARCEL.**
<http://kivaweb.kcmo.org/kivanet/2/land/summary/index.cfm?fa=&pin=257880&ain=975648&pid=>
The use of this KPIN on applications is better than using a APN or Temporary APN, since it is an absolute value for identification purposes.

9. You can also click on the “PERMITS” menu in the yellow menu bar to find all processes tied to this new “PROPOSED” parcel land record, to track Building Permits once those applications are filed.
10. This process works whether the parcel is “PROPOSED” or “EXISTING.” You’ll notice that you cannot tell this is a “PROPOSED” parcel land record. The fact that it has a temporary APN, rather than the typically long value normally found in the only clue (e.g. Parent Parcel APN is JA30110271400000000, where the JA prefix stand for Jackson County.) Since Kansas City tracks copies of parcel land records in Clay, Jackson, Platte, and Cass Counties, we have to prefix our APN’s in order to tell the which county the APN is located, since some APN numbers are used by more than one County.

How does Kiva store Land Records

Each parcel record is a separate record. This includes all the lots, tracts, and even street segments (needed to track activities and permitting within the public right-of-way). For example a 10 lot subdivision might also have 3 street segment parcel records. “LAND TYPE” is displayed in the right column of the search results above #6 when you search for parcel. A “LAND TYPE” of “PAR” is a parcel or lot or tract. A “LAND TYPE” of “SEG” is a street segment parcel record. Some applications to LDD required the Street Segment identification if the work is to modify an existing street as an example. The Parcel Summary shows most of the information. Please note, that the Owner information is based on the billing owner and not necessarily the owner of record.

For additional information, see the various Web Access links on the Process Overview page.